

MEETING MINUTES

October 15, 2013

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Jeannie LoFranco, Vice Chair Johnny Lee, Commission Members Charles McHugh, Nga Huynh, Denise McCallaCreary and Elisa Orona (arrived at 6:50 p.m.)

ABSENT: Commission Members Alphonse Arretz, Valerie Smrtic, Mansimrat Singh, Karl Hennig and Delores Springs

STAFF: Acting City Clerk Toni Taber, Deputy City Attorney Arlene Silva and Deputy City Clerk Cecilia McDaniel

OTHER: Public Member Visar Jahiu

Call to Order

The members of the Council Appointment Advisory Commission convened at 6:14 p.m. in Room W-262 of City Hall, 200 E. Santa Clara Street, CA 95113.

The members of the Council Appointment Advisory Commission recessed at 6:30 p.m. and reconvened at 6:45 p.m.

Orders of the Day

Action: Upon a motion by Commissioner Nga Huynh, and seconded by Commissioner Denise McCallaCreary, the Commission approved the adoption of the October 15, 2013 agenda. Vote (6-0-5; Commissioners Arretz, Springs, Smrtic, Singh and Hennig absent)

II. Public Comment – Public member Visar Jahiu introduced himself to the Commission as a potential Commission Member and was present to observe. Public member Visar Jahiu informed the Commission that he has applied to become a Commission member with the Council Appointment Advisory Commission and the Human Services Commission.

III. Consent Calendar

A. Approve the Minutes for the Regular Meeting of August 20, 2013

Documents Filed: Draft minutes for the August 20, 2013 meeting.

Action: Upon a motion by Commissioner Charles McHugh, and seconded by

Commissioner Nga Huynh, the Commission approved the meeting minutes of August 20, 2013. Vote (6-0-5; Commissioners Arretz, Springs, Smrtic, Singh and Hennig absent)

IV. Interviews – None

V. Reports and Information Only

A. Department Staff

1. Board and Commission Structural Improvement Update - Acting City Clerk Toni Taber informed the Commission that the new draft of Council Policy 0-4 has been sent to the City Attorney's Office for review. A copy has been provided to the Commission for their feedback as well.
2. Neighborhoods Commission Update – Acting City Clerk Toni Taber announced that the Neighborhoods Commission is now an approved permanent Commission. The Neighborhoods Commission will not be a Council Nominated Commission, so new members will be nominated through a caucus process.
3. Recruitment Update – Acting City Clerk Toni Taber updated the Commission on the current recruitment for members of the Appeals Hearing Board, Council Appointment Advisory Commission, Housing and Community Development Commission, and the Human Services Commission. Public Member Visar Jahiu commented that there are a total of 15 openings. The Clerk's Office has received a low number of applicants (approximately 40 so far) so the recruitment period for a few of the Commissions will be extended. Acting City Clerk Toni Taber answered Commission and public questions regarding the recruitment, interview and selection process. Acting City Clerk Toni Taber also indicated that the Neighborhoods Commission is also recruiting for members, however, those positions will be nominated through a caucus process.

B. Subcommittee Reports - None

C. Information Only

1. Standard Interview Questions
Documents Filed: Draft Council Appointment Advisory Commission Standard Interview Questions.
Discussion: Acting City Clerk Toni Taber reviewed the interview questions with the Commission and noted revisions to grammar. Public Member Visar Jahiu questioned the type of questions on the list. Chair Jeannine LoFranco indicated that the questions are a work in progress and that they are revised as needed.

VI. Old Business

A. Review and possible action on regular meeting time. (Heard at 7:00 p.m.)

Discussion: The Commission discussed moving the regular meeting time from 6:00 p.m. to 6:30 p.m. Deputy City Attorney Arlene Silva informed staff that if a time change is approved, the next meeting agenda should clearly state and highlight the fact that there is a change to the meeting time. Acting City Clerk Toni Taber reminded the Commissioners that staff will adjourn the meeting after 15 minutes if there is a lack of quorum.

Action: Upon a motion by Commissioner Johnny Lee, and seconded by Commissioner Denise McCallaCreary, the Commission approved changing the regular Commission meeting time to 6:30 p.m. on the third Tuesday of the month. Vote (6-0-5; Commissioners Arretz, Springs, Smrtic, Singh and Hennig absent)

B. Review of draft Council Policy 0-4.

Documents Filed: Draft Council Policy 0-4.

Discussion: Acting City Clerk Toni Taber reviewed Council Policy 0-4 with the Commission then answered Commissioner questions. Acting City Clerk Toni Taber requested that Commissioners send any revisions or suggestions to her via e-mail. Acting City Clerk Toni Taber informed the Commission that she will request that the Mayor's Office appoint a Council Liaison to the Council Appointment Advisory Commission.

C. Review and possible action on scope of Commission work.

Discussion: Acting City Clerk Toni Taber explained that this agenda item was added as a result of Commissioner communications received via e-mail. There appeared to be a question as to the scope and purpose of the Commission and the Commissioners' want and/or ability to carry out those tasks. The Commissioners discussed the matter and decided to continue interviewing candidates for the board and commission vacancies.

D. Review and approve Workplan.

Document Filed: Draft Commission Workplan.

Discussion: Chair Jeannie LoFranco reviewed the Workplan with the Commission. On a recommendation from Acting City Clerk Toni Taber, the Commissioners revised the Workplan to indicate that ad hoc subcommittees would be created for interviews instead of standing subcommittees to avoid Brown Act requirements. Based off of the discussion of the Commission scope in Item VI.C, the Commissioners agreed to remove the "Commission Liaison Assignments" as an objective from the Commission Workplan.

Action: Upon a motion by Commissioner Johnny Lee, and seconded by Commissioner Elisa Orona, the Commission approved the Commission Workplan as amended. Vote (6-0-5; Commissioners Arretz, Springs, Smrtic, Singh and Hennig absent)

E. Receive feedback from staff on interview process ranking.

Discussion: Acting City Clerk Toni Taber expressed that she thought a points total

would be the easiest and fairest way to evaluate candidates. If there are three Commissioners on an interview subcommittee, the candidate would be given the average score from the Commissioner's three separate scores. The Commissioners discussed the different interview processes available and the possible issues that may arise from each. Commissioner Elisa Orona pointed out that the Commission would need to develop two interview processes: 1) a process for reviewing, interviewing and maintaining a pool of screened applicants for City Commissions; and 2) a process for reviewing, interviewing and nominating for appointments by the City Council, persons to those Commission seats that have special eligibility requirement. Acting City Clerk Toni Taber indicated that once these interview processes are set, Council Policy 0-4 can be revised to reflect those processes. Since the Commission is not meeting again before the start of the interviews, the Commission agreed to use the scoring system as suggested by Acting City Clerk Toni Taber. Staff will send the interview questions and scoring sheets to Commissioners before the interviews.

F. Establish Subcommittees for Commission interviews.

Document Filed: City of San José Boards and Commissions Fall Recruitment Timeline.

Discussion: Deputy City Attorney Arlene Silva briefed the Commissioners on all the different ways of creating a subcommittee. Acting City Clerk Toni Taber informed the Commission that the best way to create ad hoc subcommittees is to assign Commissioners to the subcommittees then to have staff check availability for interview slots.

The Commission reviewed the City of San José Boards and Commissions Fall Recruitment Timeline. Staff will make adjustments to the timeline once the interview slots have been set.

Action: Upon a motion by Commissioner Johnny Lee, and seconded by Commissioner Nga Huynh, the Commission approved three Ad Hoc Interview Subcommittees with the following members:
Subcommittee #1: Commissioners Arretz, Singh, Henning, Springs and Smrtic
Subcommittee #2: Commissioners McCallaCreary, Orona, Lee and LoFranco
Subcommittee #3: Commissioners Huynh, McHugh, LoFranco and Smrtic
Vote (6-0-5; Commissioners Arretz, Springs, Smrtic, Singh and Hennig absent)

VII. New Business

A. Review of the Brown Act with Deputy City Attorney Arlene Silva. (Heard at 6:45 p.m.)

Documents Filed: Summary of Brown Act requirements for the Council Appointment Advisory Commission.

Discussion: Deputy City Attorney Arlene Silva reviewed the Brown Act with the

Commission and answered Commission questions. Deputy City Attorney Arlene Silva stressed that that Commission members shall not communicate with one another outside of a publically noticed meeting on Commission matters as it is a violation of the Brown Act. Public Member Visar Jahiu commented on this item.

B. Review and evaluate interview process.

Discussion: See Items V.C.1 and VI.E. for discussion.

VIII. Meeting Schedule and Agenda Items

The next regular meeting is Tuesday, November 19, 2013 at 6:30 p.m. in City Hall, Wing Room 118.

IX. Adjournment

The meeting was adjourned at approximately 9:18 p.m.


JEANNIE LoFRANCO, CHAIR

ATTEST:
COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY


SUZANNE GUZZETTA, DEPUTY CITY CLERK